

“Employers in the Know”

Seminar Series

An Informational Workshop entitled

“Employee Evaluations & Documentation”

will be held

Wednesday, October 8, 2003

Document
Document
Document



Come and learn about all types of documentation, including formal and informal, such as performance reviews and discipline documents, and the importance of documentation.

Sample forms included.

Presentation by Deborah Gately Bown of Wirthlin Worldwide

The workshop will be held from

7:30 to 9:00 am

at the Provo Employment Center

1550 North 200 West, Room 118



\$10 registration fee includes continental breakfast

Space is limited – Register now by phone at 374-7775 or e-mail at ucec@utah.gov

Register three people and the fourth person attends FREE!